

13 May 1966

MEMORANDUM FOR: Director of Medical Services

SUBJECT : Office of Medical Services Counseling Service

1. The Committee on Counseling Service recommends the following proposal for the establishment, organization and operation of a Counseling Service.

a. There be established within the Office of Medical Services a Committee on Counseling whose membership shall be the C/AES, C/PS, C/CD, or their duly authorized professional representative. This committee will be responsible for the immediate activities of the Counseling Service to include procedural development and daily operations. The D/MS and DD/MS will serve in an advisory capacity to this committee as appropriate. The Registrar, Office of Medical Services, will serve as Executive Secretary for the committee.

b. The committee on Counseling will interest itself in broad categories of behavior and personal problems which may be of concern to Agency management, Office of Medical Services, or of concern to individual employees. In this regard it will provide guidance and counseling to supervisors and similar guidance to individuals who request assistance. Such activities may well include participation and evaluation as appropriate by the Clinical Division in regard to physiological status, the Psychiatric Staff for emotional status and the Assessment and Evaluation Staff for aptitudes and capabilities. On completion of such evaluations, the committee may make specific recommendations to an individual or an operating component in regard to further action.

c. The activities of the Counseling Service may be divided into two general areas of interest:

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SUBJECT: OMS Counseling Service

(1) Fitness-for-Duty evaluation: Upon receipt of a formal request, the Committee on Counseling would prior to initiation of any action perform the following:

(a) Review individual OMS files

(b) The Registrar, OMS, will arrange a meeting with the proper officials in the component initiating the action and representatives of the Office of Personnel for discussion of the case with the Committee on Counseling.

(c) Based on the information obtained at this meeting, recommend continuation of the request or suggest other steps in lieu of the formal evaluation.

(2) Requests for assistance by supervisors or individual employees

(a) The Office of the Registrar, OMS, will be identified as the point of initial contact and initial appointments would be arranged by the Registrar.

(b) The individual committee members, on a rotating basis for one month, will serve as "intake counselors" for the initial interviews. Through this mechanism the nature of the request for counseling will be identified. During the month of tenure, the intake counselor will serve as Committee Chairman as well.

(c) The "intake counselor" will then seek guidance from the Committee on Counseling as to further steps to be followed by OMS. In those cases where counseling is indicated because of a significant problem with alcohol not requiring intensive psychotherapy by a psychiatrist, the services of Dr. [REDACTED] Assessment and Evaluation Staff, may be used. (This is based on the understanding developed by the Committee on Alcoholism.)

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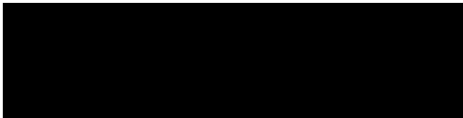
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SUBJECT: OMS Counseling Service

2. Upon completion of six months a review of the activities of the Committee on Counseling will be conducted in the Office of Medical Services

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Deputy Director of Medical Services

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